

DD/S 66-0174

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D D / S E N C I S T R A Y

F I L E *Personal 18*

13 JAN 1966

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Supergrade Promotions

1. This memorandum is for information only.
2. In response to your memorandum of 27 December 1965, subject as above, I am attaching a copy of the memorandum which established a special panel to review proposed personnel actions at the supergrade level within DD/S. I am also attaching a short paper describing procedures followed within DD/S in recommending supergrade promotions actions.

*SIGNED R. L. BANNERMAN*

R. L. Bannerman  
Deputy Director  
for Support

2 Atts

Distribution:

Orig - Adse w/atts

1 - ER

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1: Memo for the Record dtd 10 Jan 66, DD/S 66-0173

2: DD/S PROCEDURE FOR SUPERGRADE PROMOTION ACTIONS

AEO-DD/S:WFV:ews (11 Jan 66)

10 January 1966

MEMORANDUM FOR THE RECORD

SUBJECT: Supergrade Review Panel

Effective this date a Supergrade Review Panel consisting of the DDS, ADDS, and the DD/S Executive Officer is established to review, prior to my submitting such actions to the DDCI for approval, all recommendations for the promotion of Support personnel, or employees occupying Support positions, to grades GS-16 and above. The Panel will also review, prior to my concurring in such actions, recommendations involving the transfer, reassignment, or other actions affecting supergrade employees in the Support Directorate.

R. L. Bannerman  
Deputy Director  
for Support

Distribution:

Orig - DD/S subject  
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AEO-DD/S:WVF:ews (10 Jan 66)

## DD/S PROCEDURE FOR SUPERGRADE PROMOTION ACTIONS

### GENERAL

The Support Directorate comprises eight Career Services--one for general Support personnel including those in the Office of the DD/S, and a separate Service for each of the seven Offices in the Directorate. Each Career Service has its own allocation of supergrade positions.

Each Service also has a formally established Career Service Board which, in the case of the seven Offices, plays a part in the preliminary selection of individuals recommended for promotion to GS-16; and, for "S careerists, proposes candidates on the basis of competitive rankings.

### REVIEW OF PROMOTIONS TO GS-15

In selecting employees for promotion to GS-15, all Support Career Services follow a competitive ranking procedure, using their Career Service Boards for this purpose. For several years all such promotions have been subject to review and approval by the DD/S who includes in his review an assessment of the career potential of each employee, and particularly his potential for advancement to the supergrade ranks.

### PROMOTIONS TO GS-16

#### Career Service Recommendations

The Support Career Service Board, which is chaired by the DD/S Executive Officer and includes the Director or Deputy Director of each Support Office, recommends the promotion of "S" careerists to GS-16, based on the competitive ranking of GS-15's in that Service.

Recommendations from the other seven Services follow somewhat less formal procedures because the composition of their Boards and the nature of the problem make it impractical to have the Boards initiate such actions. Instead, in the smaller Services (Medical, Personnel, Finance, and Training), the Director and Deputy Director usually handle such recommendations themselves on an individual case basis; in Security and Logistics other top officials

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participate on a selected basis; and in Communications a small Senior Officers Review Panel comprised of top officials meets at appropriate intervals to evaluate GS-15's competitively and recommend those to be promoted to GS-16. With all seven Services, consideration is given to past actions and evaluations by their Boards which have a bearing on candidates for GS-16.

DD/S Action

All recommendations for promotion to GS-16 are reviewed by the DD/S Executive Officer, the ADDS, and the DDS before being presented to the DDCI.

PROMOTIONS TO GS-17 AND GS-18

Because of the relatively small number of supergrade allocations in the Directorate at grades GS-17 and GS-18 and the nature of the position each involves, recommendations at these levels are initiated by the DDS or by the responsible Office Director in close coordination with the DDS. All such recommendations are reviewed by the DD/S Executive Officer, ADDS, and the ~~DDS~~ before being presented to the DDCI.

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